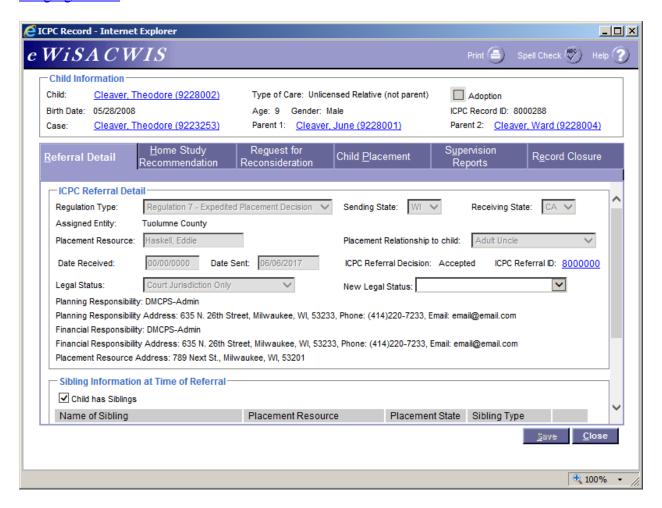
ICPC Record

Introduction

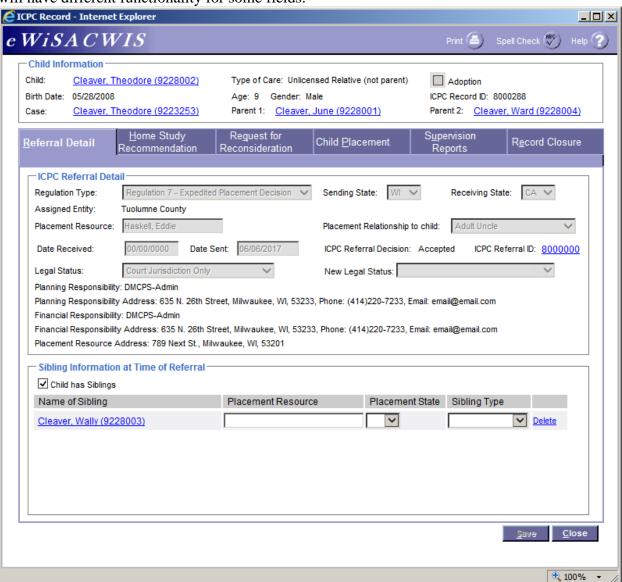
The ICPC Record is created by the approval (with an Accepted decision) of an ICPC Referral. The ICPC Referral can be created by either county workers or ICPC staff. The referrals will be forwarded by the county workers to the ICPC staff. ICPC Staff can either accept or deny the referral. ICPC staff along with county staff continues documentation of the work specific to the ICPC workflow on the ICPC Record.

Related User Guides:

ICPC Referral Imaging Person



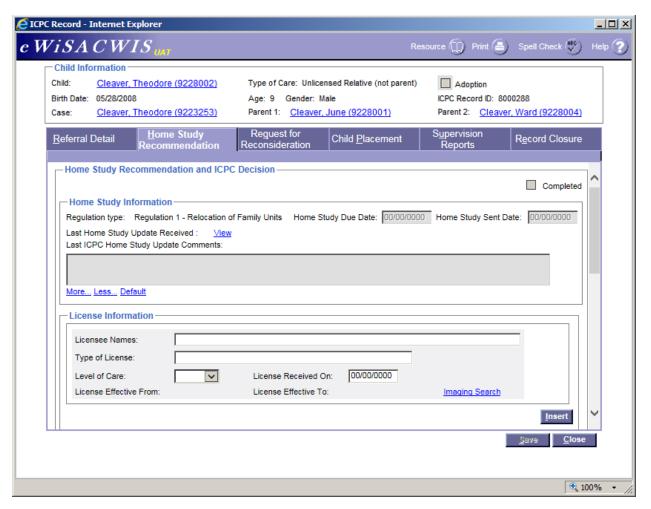
1. The Referral Detail tab displays data from the ICPC Referral that created the ICPC Record. Only ICPC Records created after June 16, 2017 will be linked to the ICPC Referrals. The ICPC Records created on or before June 16, 2017 will not be linked to an ICPC Referral and will have different functionality for some fields.



- 2. The Date Received field is an editable date field when the record is not linked to an ICPC Referral.
- 3. The Date Sent field prefills with the Decision Date from the ICPC Referral.
- 4. If the child has siblings, as identified on the Participants tab of the ICPC referral and/or recorded on the Maintain Case page, the checkbox will be automatically checked and the names will be listed. If additional siblings need to be documented, that can be done on the Maintain Case page. If this checkbox is unchecked, a message displays "Unchecking the Child has Siblings checkbox deletes all siblings listed on the ICPC Record. Do you want to delete all siblings from the ICPC Record?"

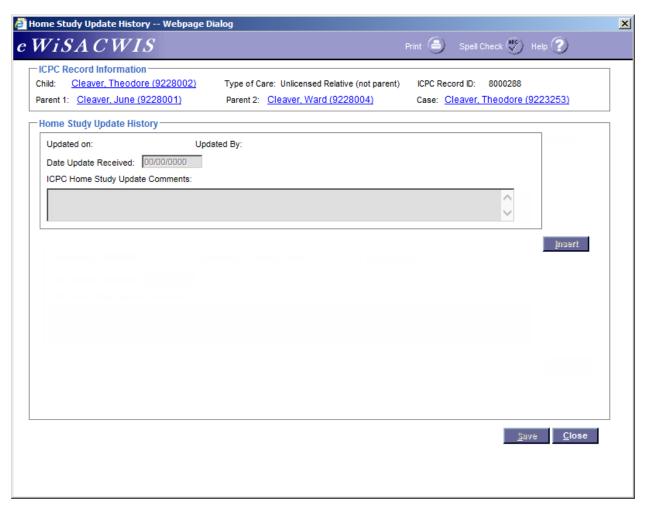
- Each sibling row is associated with a Delete hyperlink if only one of the indviduals needs to be deleted.
- 5. The 'Placement Resource', 'Placement State' and 'Sibling Type' are all user entered fields.
- 6. Each sibling row is associated with a Delete hyperlink.
- 7. The Home Study Recommendation tab displays data elements needed to document the process associated with the Home Study and ICPC Decision on whether placement may be approved or denied.

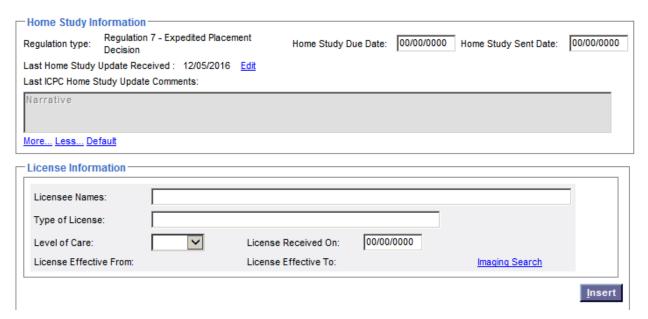
Note: When Wisconsin is the Sending State, the ICPC Specialists will document information on this page. When Wisconsin is the Receiving State, the case worker is responsible for documentation on this page.



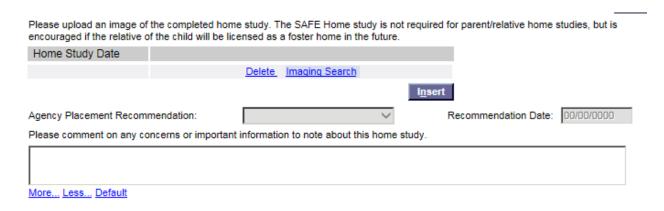
8. The Home Study Due Date and the Home Study Sent Date fields are entered by ICPC staff.

9. The Last Home Study Update Received field is prefilled from the date of the <u>most recently documented</u> Home Study from the Home Study Update History page. It is associated with an Edit/View hyperlink ('Edit' for ICPC staff and 'View' for County Staff) which brings the user to the Home Study Update History page. This is where the ICPC staff will document any correspondence regarding the Home Study. County staff have the ability to view the history pop-up page.



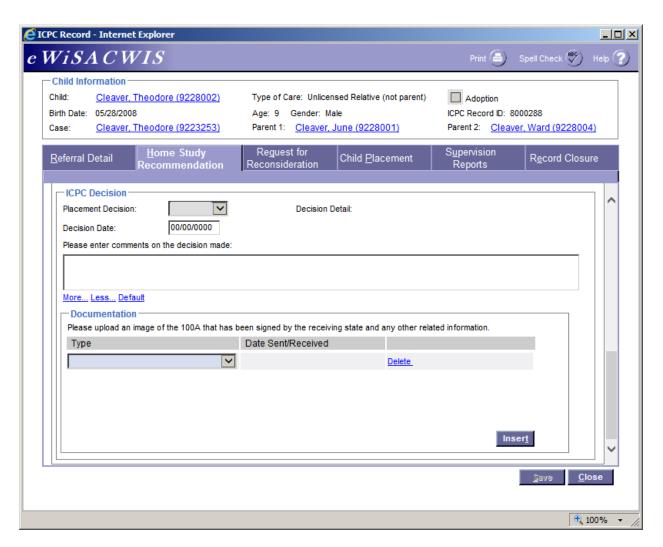


- 10. The Last ICPC Home Study Update Comments box is prefilled from the narrative of the most recently documented Home Study from the Home study Update History page.
- 11. In the License Information group box complete the Licensee Names, Type of License, Level of Care, and License Received On fields.
- 12. Click on the Imaging Search hyperlink to launch the imaging search page and choose the appropriate license image for this provider. The License Effective From and To dates are prefilled from the associated imaging page of the license.



13. Complete the narrative box after uploading the Home Study image.

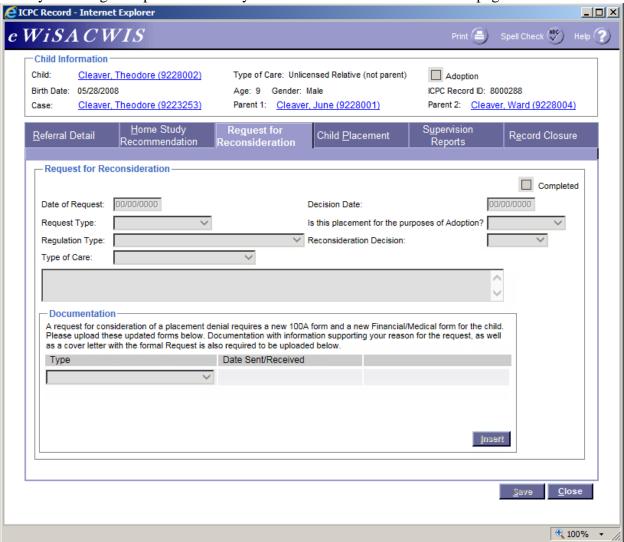
Note: When a Home Study is uploaded contact the assigned ICPC Specialist.



14. In the Documentation group box, the State ICPC specialist will make sure to upload the 100A that has been signed by the receiving state.

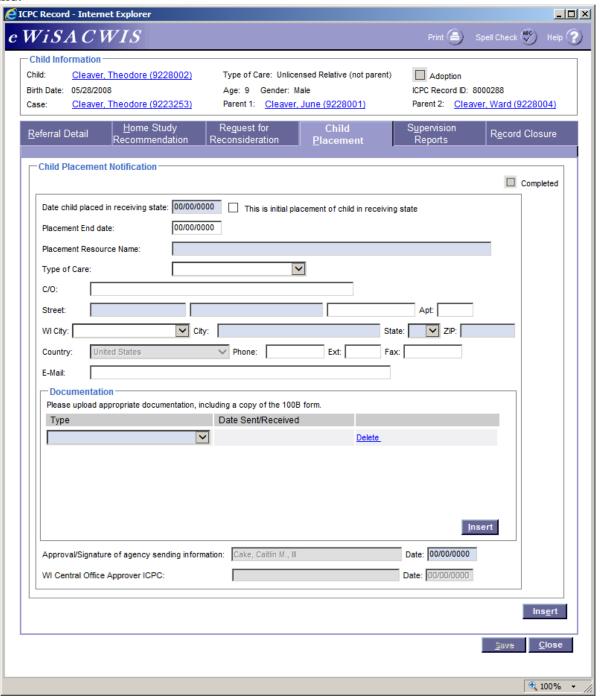
15. The Request for Reconsideration tab is used to document requests to reconsider the ICPC Decision. County workers have view only access to this tab.

Note: If a request for consideration is needed, contact the assigned ICPC Specialist. They will walk you through the process and they will document information on this page.

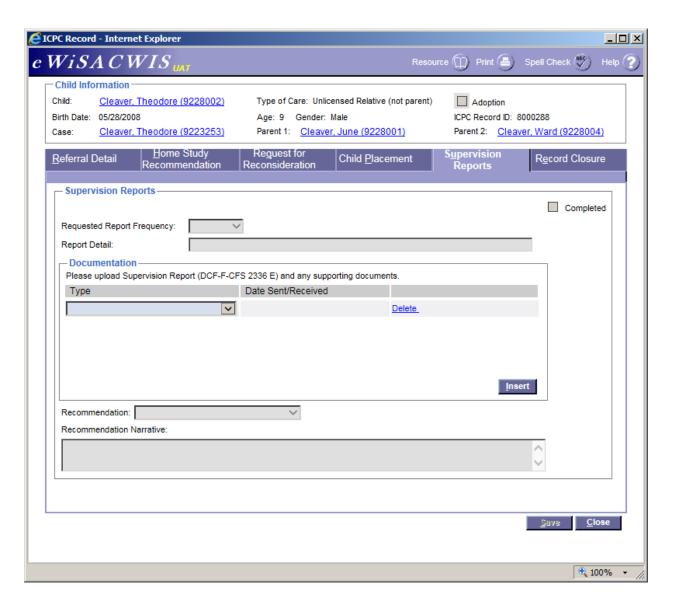


16. The Child Placement tab provides the worker with a functionality to document the child's ICPC placement(s). The fields in the Child Placement Notification group box are all user editable.

Note: When Wisconsin is the Receiving State, the ICPC Specialists will document information on this page. When Wisconsin is the Sending State, the case worker is responsible for documentation on this page. This does not replace requirements for entering placement documentation and does not generate a placement strip or any related financial work for the child.



- 17. The Date the child was placed in receiving state field should be the date that particular placement began. If this is the initial placement in the receiving state, then check the "This is initial placement of child in receiving state" checkbox.
- 18. Complete the "Placement Resource Name" field and associated address fields.
- 19. The documentation group box is where each of the subsequent 100B forms should be documented for this ICPC record. The Type dropdown field is associated with two values: 100B and Other. The Date Sent/Received prefills from the Date of Document on the associated Imaging Page.
- 20. The Approval/Signature of Agency sending information field and the associated Date field are user editable. These fields are disabled and system prefilled with the name of the worker who sent the ICPC Referral when Wisconsin is the Sending State.
- 21. The Insert button at the bottom of the page will insert a new repeating group starting with "Date child placed in" and finishing with the Approval Date to allow for documentation of subsequent ICPC placements for the child.



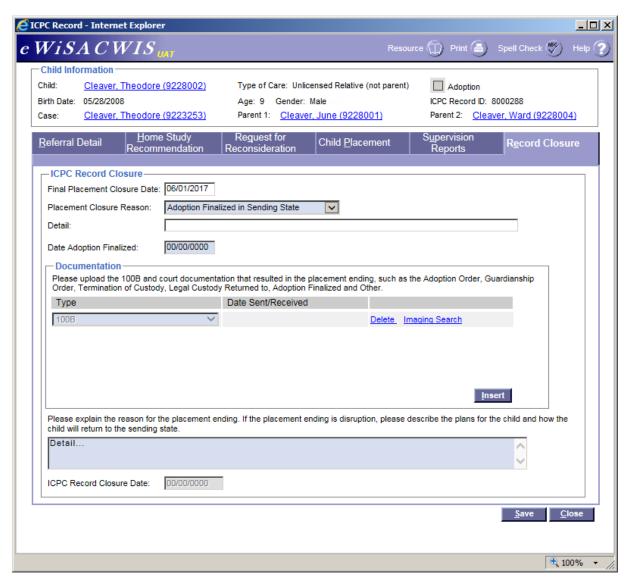
22. The Supervision Reports should be uploaded in the Documentation group box. The 'Type' field indicates the type of document that the associated image is; either 'Supervision Report' or 'Other'. The Insert button inserts a new row so that additional documents may be associated with this ICPC record.

Note: When Wisconsin is the Sending State, the ICPC Specialists will document information on this page. When Wisconsin is the Receiving State, the case worker is responsible for documentation on this page.

23. The Record Closure tab displays detail related to the closure of the ICPC Record. In addition to being able to document the closure date and reason, narrative, and related documentation.

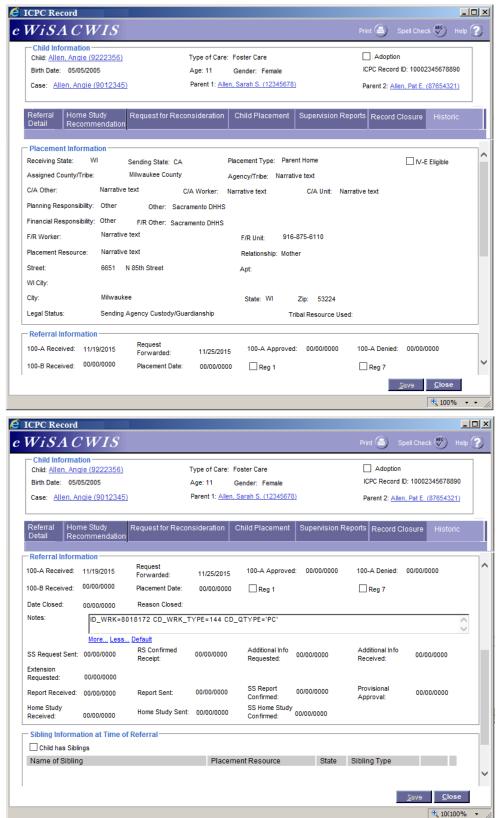
Note: When Wisconsin is the Sending State, the ICPC Specialist will document information on this page. When Wisconsin is the Receiving State, the case worker is responsible for documentation on this page. The ICPC Record must be closed before closing a case in eWiSACWIS. If the placement has ended and the ICPC Record must be closed, contact the assigned ICPC Specialist so that they may close the record.

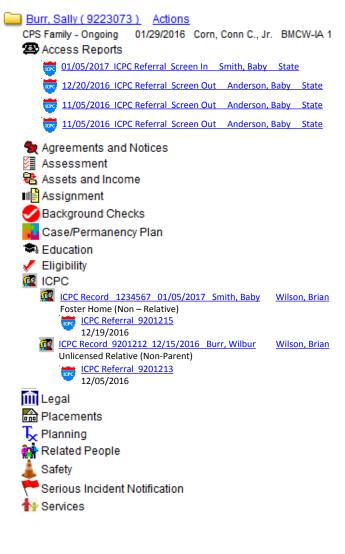
24. Fill in the required fields and select the Save button. Based on the selection made, different fields become required.



25. In the Documentation group box, upload the required documents based on the closure reason. The Date Sent/Received date prefills with the Date of Document from the associated image.

26. The Historic tab displays ICPC detail documented on the ICPC Records created on or before June 16, 2017. All fields on the tab are static text and not editable.





Automated Messages

Out of State Placement

Title	Out of State Placement
Purpose:	To inform the provider worker that a child has been placed in an Out of Home Placement with the Service Type of Out of State Placement.
Description:	This message is created when an Out of State placement is documented for a child.
Subject:	New Out of State Placement
То:	Primary worker assigned to the provider where the child has just been placed, as well as any worker with a Job Class of ICPC specialist that also has an assignment to the case.
Message:	A new Out of State placement has been created with provider {PRVD_NAME_PRVD_ID} with a begin date of {EPISODE_DT_BGN} for {CURRENT_PLACEMENT_CHILD_NAME} in case {CASE_ID}.
Processing:	 This message is created by final approval of an Out of State placement when launched from the OHP with the Service type of Out of State Placement page. Upon successful save of the "Out of Home Placement" with final approval, the "Out of State Placement has been created" automated message will be triggered when the following is true: The save indicates final approval and the OHP has a Service Type that belongs to the new reference group of 'ICPCOOST'

Out of State Placement Ending

Title	Out of State Placement Ending
Purpose:	To inform the provider worker that a child's placement has been ended in an OHP with the Service Type of Out of State Placement.
Description:	This message is created when an Out of State placement is ended.
Subject:	Out of State Placement Ending
To:	Primary worker assigned to the provider where the child has just been placed, as well as any worker with a Job Class of ICPC specialist that also has an assignment to the case.
Message:	A service for {CHILD_NAME_CHILD_ID} with provider {PRVD_NAME_PRVD_ID} was ended on {EPISODE_DT_END} with a reason of: {SRVC_END_RSN}. Please see the {CASE_NAME_AND_CASE_NUM} case for more information.
Processing:	 "Upon successful save of the "Service Ending" page the "Out of State Placement has been ended" automated message will be triggered when the following is true: The save indicates the Service Ending has final approval and the Out of Home Placement has a Service Type that belongs to the new reference group of 'ICPCOOST'

Final Placement Closure Date Has Been Completed

Title	Final Placement Closure Date Has Been Completed
Purpose:	To inform of a placement closure date completed for the ICPC Record
Description:	N/A
Subject:	Final Placement Closure Date has been completed
To:	To all ICPC workers assigned to the case with an assignment type of
	ICPC associated with the ICPC Record being updated.
Message:	A final placement closure date has been completed for [child name], DOB
	[DOB], in the [Case name] [(ID)].case.
Processing:	This message is created when user enters date into "Final Placement
	Closure" field on the ICPC Record and saves the changes